

**APPLICATION FOR CERTIFICATION AS A
COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)**

Name of Agency: _____ Contact: _____
Address: _____ Telephone: _____
_____ Date: _____

In order to qualify as a Community Housing Development Organization (CHDO) under federal regulations governing the HOME Program, a nonprofit organization must meet the criteria listed below. Please indicate in the appropriate space whether your agency meets these criteria. In addition, please attach the appropriate documentation listed after each question.

1. ☐ YES ☐ NO Is the non-profit organized under state or local laws? (Charter or Articles of Incorporation)

COMMENTS: _____

2. ☐ YES ☐ NO Is the non-profit organized in such a manner that no part of its net earnings (profit), benefits members, founders, contributors, or individuals? (Charter or Articles of Incorporation)

COMMENTS: _____

3. ☐ YES ☐ NO Does the non-profit have a tax exempt ruling from the IRS under Section 501 (c) (3) or (4) of the Internal Revenue Code of 1986 or is the non-profit classified as a subordinate of a central organization non-profit under Section 905 of the Internal Revenue Code as evidenced by a group exemption letter from the IRS that includes the CHDO applicant? (Note: Organizations which have applied for, but not yet received, their 501(c) ruling do not meet this requirement.)

COMMENTS: _____

4. ☐ YES ☐ NO Is there a provision for decent housing affordable to low- and moderate-income persons stated in the charter, articles of incorporation, resolutions, or by-laws? (Charter, Articles of Incorporation, By-Laws or Resolutions)

COMMENTS: _____

5. ☐ YES ☐ NO Is the non-profit organized in such a manner that it is not controlled by nor under the direction of for-profit individuals or entities seeking profit from the organization? (By-Laws or a Memorandum of Understanding)

(Note: CHDOs may be sponsored or organized by a for-profit if:

- the primary purpose of the for-profit is not development or management of housing; a builder, developer, or real estate management firm may not spin off as a CHDO.
- the for-profit appoints no more than 1/3 of the CHDO's governing board and the board members appointed by the for-profit do not appoint the remaining members of the board.
- the CHDO is free to contract for goods and services from any vendor it selects.)

COMMENTS: _____

6. ☐ YES ☐ NO Is the non-profit organized in such a manner that it is not a public body or instrumentality of a public body? (By-Laws, Charter, or Articles of Incorporation)

(Note: Government chartered non-profits may qualify. However, not more than 1/3 of the membership of the organization's governing body may be appointed by the public body, and not more than 1/3 of the board members can be public officials.)

COMMENTS: _____

7. ☐ YES ☐ NO Do the non-profit's standards of financial accountability conform to 24 C.F.R. 84.21, "Standards for Financial Management Systems"? (a notarized statement by the president or chief financial officer of the organization, a certification from a Certified Public Accountant, or a HUD-approved audit summary)

COMMENTS: _____

8. ☐ YES ☐ NO Does the non-profit maintain accountability to low-income residents by having 1/3 of its board consist of: residents of low-income neighborhoods, other low-income residents of the community, or elected representatives of low-income neighborhood organizations? (By-Laws, Charter, or Articles of Incorporation)

COMMENTS: _____

9. ☐ YES ☐ NO Does the non-profit provide a formal process for low-income program beneficiaries to advise the organization on design, location of sites, development and management of affordable housing? (By-Laws, Resolutions, or a written statement of operating procedures approved by the governing body)

COMMENTS: _____

10. ☐ YES ☐ NO Has the non-profit demonstrated a capacity to carry out HOME assisted activities? (resumes and/or statements that describe the experience of accomplished key staff members who have successfully completed project similar to those to be assisted with HOME funds, OR contract(s) with consultant firms or individuals who have housing experience similar to projects to be assisted with HOME funds, to train appropriate key staff of the organization)

COMMENTS: _____

11. ☐ YES ☐ NO Does the non-profit have a history of at least one year of serving the community within which HOME assisted housing would be

located? (a statement that documents at least one year of experience in serving the community, or, for newly created organizations formed by local churches, service or community organizations, a statement that documents that its parent organization has a least one year of experience in serving the community.)

COMMENTS: _____

12. ☐ YES ☐ NO If your agency has not met all of the criteria of a CHDO as noted above, is it willing to take the necessary steps to meet these criteria?

COMMENTS: _____

What kind(s) of training do you need to become a CHDO?

COMMENTS: _____

Return form to: Jo Ann McGuirk
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